

**Sioux Lookout Meno Ya Win Health Centre
Accreditation 2007 Critical Pathway
December Update**

Timeline	Activity	Responsibility	Status
August 2006	- Access to CCHSA Accreditation portal - Information to SMT on new 2007 survey elements	PHIC Mgr	√
Sept 2006	- Team formation, chairs chosen - Distribution of 2007 standards and ROP document - Chairs committee meetings initiated	PHIC Mgr/Chairs PHIC Mgr PHIC Mgr	√ √ √
October 2006	- Team meeting schedules established - Teams initiate review/comparison of 2004 to 2007 standards - Teams review 2004 surveyor report - Chairs committee meeting	Teams Chairs/Admin Teams PHIC Mgr	√ √ √ √
November 2006	- Staff newsletter article on Patient Safety/ROP's - ROP reporting template developed - Teams begin work on self assessment document	PHIC Mgr PHIC Mgr Teams	√ √ √
December 2006	- Chairs committee meeting - Follow up report on 2004 recommendations to CCHSA, Dec 22 nd - Draft 2007 Objectives & Critical Path to CCHSA - Appointment of Accreditation Coordinator (AC)	PHIC Mgr/SMT IM/HR Teams/AC AC SMT	√ √ √ √
January 2007	- Chairs committee meeting - FNIHB interview documenting SLMHC Accreditation Journey, January 19 th - Team membership lists to CCHSA, January 30 th - Communication/education planning initiated - Teams work on self assessment documents - Gathering of support documents for team tool kits initiated	AC CEO/AC AC AC Teams Teams/Admin	√ √ √ √ √ √
February 2007	- Monthly report to Board/SMT/QC on Accreditation - Board approval of 2007 Accreditation Objectives - First article on Accreditation for staff newsletter - Data reps identified for all 7 teams - Chairs committee meeting, February 14 th - Accreditation web page drafted for www.slmhc.on.ca and intranet - Accreditation Display mock up started at Front St. Boardroom - CCHSA "Intro to Accreditation" Ed. & Team Kick Off event, Feb 23 rd - CCHSA Accreditation Coordinator Forum, Feb 27 th /28 th	AC Board AC AC/QC Chair AC AC/IT/Admin Support AC/Admin Support CCHSA/AC/Admin AC	√ √ √ √ √ √ √ √ √
March 2007	- Monthly report to the Board/SMT/QC/Staff Newsletter - Team interviews for CQI news feature - Accreditation display mock up at Front Street, March 9 th - FNIHB meeting on new Accreditation Program, March 13 th /14 th - Chairs committee meeting, March 21st - Prospective Analysis Plan Teleconference, March 20 th - Teamwork on self assessments, indicator development - Support documents for team tool kits ongoing - 2007 Team Action Plans for document ratings of 3 or less initiated	AC Acute Care Team AC/Admin CEO/AC AC Acute Care WG Teams Teams Teams	√ √ √ √ √ √ √ √ √
April 2007	- Monthly status report to the Board/SMT/QC - Team interviews for CQI monthly news feature - April CQI newsletter distributed for staff/public education, April 13th - Go Live Accreditation web page for hospital intranet, April 13th - Chairs committee meeting, April 18th - Team submission of Indicator Reports, April 18th - ROP Review/Action Plan Initiated, April 18th - PA Project Planning Session - AC/Quality Council Working Group Review of Indicators, April 23rd - Documentation/evidence for team tool kits ongoing - 2007 Action Plans for all standards ratings of 3 or less in progress	AC ENV Team AC AC/IT Dept AC SAWPWC/Chairs Chairs/SMT/AC AC WG/SMT/AC QC/AC/Chairs Teams Chairs/Teams/Admin	√ √ √ √ √ √ √ √ √ √
May 2007	- Accreditation Update to Board/SMT/QC/Staff Newsletter - Team interview for CQI monthly news feature - ROP activity update from teams as per tracking schedule - ½ day team workshop on Indicator Measurement, May 2nd - One-on-one team review of indicators, May 2 nd , 3 rd and 4 th - ½ day Prospective Analysis team workshop, May 4 th - Chairs committee meeting, May 9th - ROP Report from PHIC Manager - Follow-up of planned team indicators for 2007 - Finalize Accreditation web page on www.slmhc.on.ca , May 31 st - May CQI newsletter distributed for staff/public education - Completion of first draft of the rated standards by all teams. - Rated Copies of Team Standards into CCHSA portal by May 11 th	AC L&P Team ROP Working Group Leads/Team Chairs AC/Consultant Teams/Consultant Acute Sub Group AC/Admin Support PHIC Mgr/Admin AC/Communications Chairs AC/Teams Chairs/Teams	√ √ √ √ √ √ √ √ √ √ √ √
June 2007	- Accreditation Update to Board/SMT/QC - ROP activity update from teams as per tracking schedule - Team interviews for CQI monthly news feature (June & July) - Chairs committee meeting, June 13th - Self Assessments readied for 1st Stage Review, June 14th - First Round of Consultant Feedback to Teams, June 27-29th	AC Team Leads/Chairs LTC/IM Teams AC Chairs/Admin AC/Admin/Consultant	√ √ √ √ √ √

**Sioux Lookout Meno Ya Win Health Centre
Accreditation 2007 Critical Pathway
December Update**

July 2007	<ul style="list-style-type: none"> - Status report to the Board/SMT/QC - ROP activity update from teams as per tracking schedule - Team work on 2007 Action Plans 	<ul style="list-style-type: none"> AC Chairs/PHIC Mgr Teams 	<ul style="list-style-type: none"> √ √ √
August 2007	<ul style="list-style-type: none"> - Accreditation Update to the Board/QC/Staff Newsletter - Team interviews for CQI monthly news feature - L&P Team Consultation to Review SA Document, August 10th - Chairs Committee Meeting (ROP Progress Report, CCHSA Updates, Focus Group Development, Team Story Boards) - Teams Self Assessments to Consultant for 2nd Reading/Review - Tool Kit Development 	<ul style="list-style-type: none"> AC Mental Health Team L&P/Consultant AC/Chairs SMT/Admin Support Chairs/Support Staff AdminSupport/Teams 	<ul style="list-style-type: none"> √ √ √ √ √ √ √
Sept 2007	<ul style="list-style-type: none"> - Accreditation Update to the Board/SMT/QC - Team interviews for CQI monthly news feature - Consultant Teleconference with Teams – 2nd Stage Feedback - ROP data submission from working group leads to Julianne - Chairs Meeting (Report on 2nd Stage Feedback, Document Submission Plan, ROP Progress Report, Story Board/Focus Group Plan for October Deadline) - Teams integrate 2nd Stage Feedback into SA, finalize SA documents and team membership lists for CCHSA submission - SMT Review of Team Standards for CCHSA Submission (Debriefing Sept 24th SMT/AC) - ROP Review Working Group evaluation of evidence submitted - Develop draft survey schedule for submission to CCHSA - CCHSA Self Assessment Submission 	<ul style="list-style-type: none"> AC Acute Care Consultant/Teams ROP Leads AC/Chairs/SMT Teams/Chairs/ Admin Support/AC SMT ROP Working Group AC/AC Admin AC/AC Admin/VPHS 	<ul style="list-style-type: none"> √ √ √ √ √ √ √ √ √ √
October 2007	<ul style="list-style-type: none"> - Accreditation status report to the Board/SMT/QC/Staff Newsletter - Team interview for CQI monthly news feature - ROP data submission from working group leads to Julianne - Chairs Meeting (Presentation of Team Story Boards, ROP Progress Report, 2004 recommendations f/up, Finalize Focus Groups, Preparation for Mock Survey) - ROP Review Working Group evaluation of evidence submitted - Complete post self assessment questionnaire from CCHSA 	<ul style="list-style-type: none"> AC PA Working Group ROP Leads AC/Team Chairs IM Chair ROP Work Group Chairs/AC 	<ul style="list-style-type: none"> √ √ √ √ √ √ √
November 2007	<ul style="list-style-type: none"> - Newspaper insert for November (Wawatay, Sioux Bulletin) on Accreditation and upcoming Survey Visit, Nov 22nd - Accreditation status report to the Board/SMT/QC/Staff Newsletter - Board Meeting – AC Presentation, Story Board Display - Client & Staff Files readied for Mock Survey & Surveyor Visit - Teams Evidence Tackle Boxes, ROP Toolkit - Team interview for CQI monthly news feature, Dec 17th completed - MOCK SURVEY, Nov 13th-15th - * ALL TEAM MEMBERS ARE TO READ AND BE PREPARED TO SPEAK TO THEIR SELF ASSESSMENTS AT THE MOCK INTERVIEW - WEEK BEFORE SURVEY - Teleconference with surveyor team/CCHSA, Nov 13th - Chairs Meeting (Mock Survey Debriefing, Final ROP Progress Report, toolkit status, indicator binder status), Nov 21st - Continue preparations for site survey (Updates to team membership/focus group lists, charts, client interviews, evidence toolkit, ROP binder, indicator binder, site clean up) - Set up on-site team documentation, ROP template reviews with department staff - Finalize Surveyor Schedule - On-site managers coordination to conduct pt interviews/doc. review 	<ul style="list-style-type: none"> VPHS/ AC/ Manager Communications AC SMT/AC AC/LTC/MH/HR Chairs/Teams/ HR Team Teams/Focus Groups/Site Tours AC/VPHS/Admin AC AC/VPHS/Chairs AC/Teams Chairs/Dept Managers/Staff AC/Chairs/Admin AC/Chairs/Admin Nurse/HR Managers 	<ul style="list-style-type: none"> √ √ √ √ √ √ √ √ √ √ √ √ √ √ √ √
December 2007	<ul style="list-style-type: none"> - SURVEY WEEK, December 3rd – 7th - Participate in on site survey (team interviews, staff, client and community focus groups, site visits, individual client interviews, chart reviews) - Name tags/place card each team member at surveyor interviews - Team debriefing after each interview with AC/VPHS - Surveyors Post Survey Debriefing –Dec 7th - Post Survey Celebration – Dec 7th - Chairs Committee Post Survey Meeting, Dec 12th with QC 	<ul style="list-style-type: none"> Organization Wide Teams/Chairs Chairs/Admin Assist Teams/AC/VPHS Board/SMT/Staff Organization Wide AC/QC/Chairs 	<ul style="list-style-type: none"> √ √ √ √ √ √ √
January 2008	<ul style="list-style-type: none"> - Team Interview for CQI Newsletter - Accreditation status report to the Board/SMT/QC/Staff Newsletter - Team interview for CQI monthly news feature - Chairs Committee Meeting (ROP Progress Planning & Review of 2008 ROP's, Submit 2008 Team Meeting Calendars, Review 2008 Team Action Plans) - Teams Updated Areas of Improvement/ Priority Rating Document - Complete post accreditation survey 	<ul style="list-style-type: none"> PA Working Group VPHS ENV Team VPHS/Teams Teams 	<ul style="list-style-type: none"> Jan 9th Jan 10th Jan 25th
February 2008	<ul style="list-style-type: none"> - Review surveyor's report - Complete post report questionnaire - Communicate accreditation report/distribute through QC - Celebration tea for organization sites/teams with press release - Participate in Accreditation Forum, Montreal 	<ul style="list-style-type: none"> VPHS 	<ul style="list-style-type: none"> February